

SPECIAL MILK - DAILY COUNT SHEET INSTRUCTIONS



Note: For sponsors participating in the Special Milk Program **only** (not the National School Lunch Program for example), submit a copy of the Daily Count Sheet with your monthly Claims for Reimbursement form (ED 103). For audit purposes, you should also keep a copy of the Daily Count Sheet for each month on file for a minimum of three years.

For sponsors who participate in both the Special Milk Program and the National School Lunch Program, you do not need to submit a Daily Count Sheet with your Claims for Reimbursement form. However, you must keep a copy of the Daily Count Sheet on file for audit purposes for a minimum of three years.

RECORD DAILY!!!

- Fill in "Name of Town or School"
- Fill in "Agreement #"
- Fill in "Month & Year"
- Fill in Beginning Inventory – this figure must be added to the amount of $\frac{1}{2}$ pints of milk on day 1 or used to subtract consumed amounts on day 1 if day 1 had no delivery.

Column 1 Record the number of $\frac{1}{2}$ pints of milk served each day to children who: are in attendance, eligible for FREE, and have applications on file with the school.

Column 2 Record the number of $\frac{1}{2}$ pints of milk served each day to children who: pay for their milk, tuition fee includes the cost, or children who qualify for FREE whose cost is covered by the school.

Column 3 Must be completed – add figures from Column 1 & Column 2 together.

Column 4 Record the number of $\frac{1}{2}$ pints of milk served to adults (19 years old and older). If none is served, please indicate 0.

Column 5 Must be completed – add figures from Column 3 and Column 4 together.

Column 6 Record the number of $\frac{1}{2}$ pints of milk delivered on specific days.

Column 7 Record the number of **actual** $\frac{1}{2}$ pints of milk left in the cooler at the end of each day.

TOTALS Each column **must** be totaled for the month; transfer the figures to the ED-103 accordingly (as indicated).

Formula at the bottom:

(Right side)	Beginning Inventory.....	Same as at the top
	Month's Milk Purchase.....	Total of Column 6
	Total Milk Available.....	Add the two items above
	Ending Milk Balance.....	Figure from Column 7 on the last day of the month (not TOTAL).
	Total Milk Consumed.....	subtract ending balance from total available (must equal Col. 5's total)